

Accessible City Coordinator

Role purpose

To oversee and implement the strategic direction of the Equal Access Action Plan and support the organisation to respond effectively to key social issues in relation to access and disability. This role will have a focus on working across the Council to provide high level advice, deliver programming and raise awareness of the requirement for accessibility of information, facilities, buildings, events and activities.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 (or its successor) Municipal Officer Level 4 Permanent 0.8 FTE
Position Number	9881
Number of direct reports	1
Responsible for total staff	1
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Community and Economic Development, Community Programs Group, Accessibility Team
Immediate Manager	Manager Community Programs (3110)



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Role accountabilities Key result areas

Strategic

- Coordinate and lead the strategic direction of Council in the areas of access and disability through the provision of advice to ensure that all areas of the organisation are aware of what is necessary for equitable access. This includes access to information, services, facilities, programs and events.
- Establish and maintain strong networks with communities, service providers, businesses, relevant government departments, industry bodies and internal council departments in order to further the City of Hobart's community development objectives, particularly in the areas of disability and access.
- In consultation with the Access Advisory Committee oversee the implementation of the City of Hobart Equal Access Action Plan, with a focus on engaging the relevant sector representatives and community in the development and delivery of an ongoing program of social, recreational, cultural and creative activities.
- Using a community development approach, work in collaboration with staff across the Organisation to support the effective delivery of a range of programs and initiatives that have a high level of accessibility in line with the City for All; Community Inclusion and Equity Framework.
- Lead the City's Hobart Respects All campaign and supervise the City For All Project Officer to support delivery of cross group projects.

Corporate

- Represent the organisation and on all occasions ensuring a high and appropriate public profile.
- Be the key point of contact for access and disability issues both externally and internally, and through direct engagement with the community sector, utilising a community development approach, identify and implement initiatives to maximise participation and access by the community in all of the City's, facilities, projects, programs and venues.
- Promote the image of the City as being a provider of innovative, efficient, equitable, respectful and quality services for all members within its community.
- Work collaboratively across the Community Programs Group and the staff across the organisation in the delivery of programs and initiatives.

Group

- In conjunction with the Manager Community Programs deliver all projects with consideration of risk management and workplace health and safety measures to ensure that all activities operate within defined guidelines.
- Provide high level project support to the Manager Community Programs in the planning, delivery and

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evaluation of access and disability issues and deliver high quality and timely presentations and written products, including strategy documents, reports, policy papers, press releases, speech notes, briefings and correspondence relevant to access and disability issues.

- Monitor and manage the Equal Access budget through Council's financial reporting systems to ensure that all activities operate within defined budget guidelines, and provide budget advice to the Manager Community Programs as required.
- Coordinate the Access Advisory Committee including induction, training, support and recognition of participating volunteers, in line with Council's Volunteer Management Policy.
- Other tasks and duties that are within the scope of the employee's knowledge, skill, competence and training.

Leadership

- Coordinate programs and projects working directly with external community groups and networks to ensure community engagement and involvement.
- Supervise the City for All Project Officer role.
- Coordinate and lead networks focused on access and disability with high level representation from City of Hobart staff, the access and disability sector and Tasmanian Government.
- Demonstrate and role model behaviours and actions that support a culture of trust across the broader council, the community and key stakeholders.

Professional advice

- Demonstrate leadership in the areas of disability and access across the organisation through cross divisional engagement and participation on project teams.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill,



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competence, and training.

Selection criteria

Qualifications and licences

- Bachelor degree or qualification in Community Development, Communications or Project Management or demonstrated practical competence acquired through a similar role.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.

Essential

1. Demonstrated practical competence in community development or community engagement acquired through a number of years of experience in a relevant role.
2. Comprehensive knowledge of community development with a particular focus on access and disability with an ability to apply this knowledge to the needs, issues and aspirations of the Hobart community.
3. Well-developed written communication skills, including the ability to prepare reports, correspondence and grant update reporting.
4. Highly developed interpersonal skills and the ability to advocate, communicate, and build relationships effectively with a wide range of stakeholders.
5. Demonstrated program and project management skills with well-developed organisational skills including the ability to prioritise and achieve set goals and meet deadlines.
6. Ability to self-reflect and demonstrate organisational value and behavioural standards.

Pre-employment checks

1. National Criminal History check
2. Pre-employment Medical Assessment – Low Risk.
3. Tasmanian Registration to Work with Vulnerable People (RWVP) - Employment

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a



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regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues

Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community

Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY